

## PROPOSED TERMS OF REFERENCE

### THE CORAL TRIANGLE INITIATIVE FOR CORAL REEFS, FISHERIES AND FOOD SECURITY

#### SCIENTIFIC ADVISORY GROUP

#### 1. BACKGROUND

The decisions made during the 12<sup>th</sup> Senior Officials' Meeting (SOM-12) in relation to the Scientific Advisory Group (SAG), reads as follows:

*12.6.1. Acknowledged the progress made by the Regional Secretariat with regards to the establishment of the Scientific Advisory Group (SAG);*

*12.6.2. Agreed to initiate the process of the Scientific Advisory Group (SAG) establishment based on the proposed approaches;*

*12.6.3. Proposed for the members of the initial SAG to be derived based on thematic issues/ad-hoc basis as per required in the implementation of CTI-CFF frameworks such as CTMPAS, CCA-REAP, M&E System etc.;*

*12.6.4. Proposed for the members of the initial SAG to include experts in the various programs/projects undertaken or are in the process of implementation by the Regional Secretariat and/or Development Partners to leverage on the respective programs' financial support;*

*12.6.5. Proposed for the members of the initial SAG to include relevant experts from higher learning institutions/research organizations/regional and international organizations that have signed MOUs with the Regional Secretariat;*

*12.6.6. Acknowledged the CTI-CFF/USAID-DOI Regional Secretariat Work Plan for Strengthening Organizational and Administrative Capacity for Improved Fisheries Management, as the initial approach towards the establishment of the Scientific Advisory Group (SAG); and*

*12.6.7. Encouraged the Regional Secretariat to work with all Technical Working Groups to evaluate the draft "Mechanism of the Utilization of Experts to the establishment of the Scientific Advisory Group" and "CTI- CFF Experts Form" and amend where necessary for SOM-13 approval.*

#### *SOM-12 Presentation*

Pursuant to Decision No. 12.6.1. – 12.6.5., the following diagrams (taken from SAG presentation at SOM-12) describes schematically all potential source of experts, the need to develop a ready mechanism ensuring flexibility and the quality of the experts, and alternative solution from the existing efforts to establish the SAG.

**Challenges** in developing the SAG to underpin RPOA goals and policies developed on CTI-CFF resource management

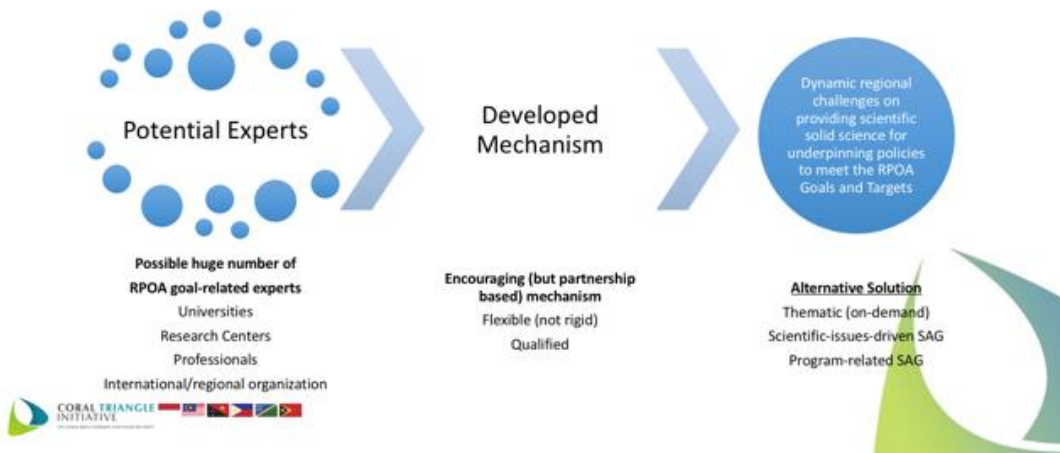


Figure 1. challenges in developing the SAG (source: SAG presentation at the SOM-12, PNG, 2016).

Considering the nature of the organization and the potential of having greater attention from scientists and relevant institutions, as well as looking at the challenges of resource management in the CT region, the SOM-12 recognized the proposal for three types of SAG as alternative solutions:

- a. thematic (or RPOA-driven) SAG,
- b. scientific-issues-driven SAG, or
- c. specific program-driven SAG.

**Proposal: a new alternative approach in developing thematic SAG**

**Principles:**

- Partnership (voluntary based)
- Thematic areas (on-demand)
- Project/program-based



Figure 2. Proposal for a new alternative approach in developing SAG (source: the SAG presentation at the SOM-12, PNG, 2016).

Pursuant to the decisions, particularly No. 12.6.7, Regional Secretariat will need to prepare a ready mechanism as a draft for the SAG establishment, which will then be discussed with the Technical Working Groups for evaluation. A ready mechanism includes a proposal of SAG structures, working mechanisms, and financial matters. The working mechanism should cover mechanism of the utilization of experts to the establishment of the SAG and CTI-CFF expert form, if necessary.

## 2. DEFINITION & MISSION

### *Definition*

The Regional SAG of CTI is a multidisciplinary team that works independently following SOM decisions and operationally coordinate with the CTI Regional Secretariat.

### *Mission*

The Regional SAG of CTI is a multidisciplinary team working under the coordination of the CTI Regional Secretariat to provide **scientific advice and input** towards meeting the overarching goals of the CTI-CFF stated in the RPOA.

This group will be working closely with other existing bodies upon request, such as technical working group, governmental working groups, cross-cutting themes, and university partnerships, and other relevant parties.

## 3. MANDATE

The mandate of the Scientific Advisory Group (SAG) comes from the Council of Senior Officials through the Governance Working Groups (GWGs) in close coordination with the Regional Secretariat.

## 4. OBJECTIVES AND ACTIVITIES

The overarching objective of the SAG is to provide scientific advice/input & assessment to the planning and implementation of CTI-CFF programs under the coordination of the Regional Secretariat, more specifically to provide:

- a. scientific support and advice to all bodies under regional and national platform of the CTI-CFF (including advice to the SOM, other technical working group, partners, etc.);
- b. technical expertise for the accomplishment of the CTI-CFF goals and targets stated in the RPOA;
- c. evaluation on scientific relevance of project proposed under the umbrella of CTI-CFF.

## 5. MECHANISMS / KEY DUTIES – SCOPE OF WORK

- a. Coordination with the Regional Secretariat;
- b. Gathering and Exchange Information/Feedback;
- c. Analyzing proposal and reports; and
- d. Providing scientific advice and inputs for ongoing projects

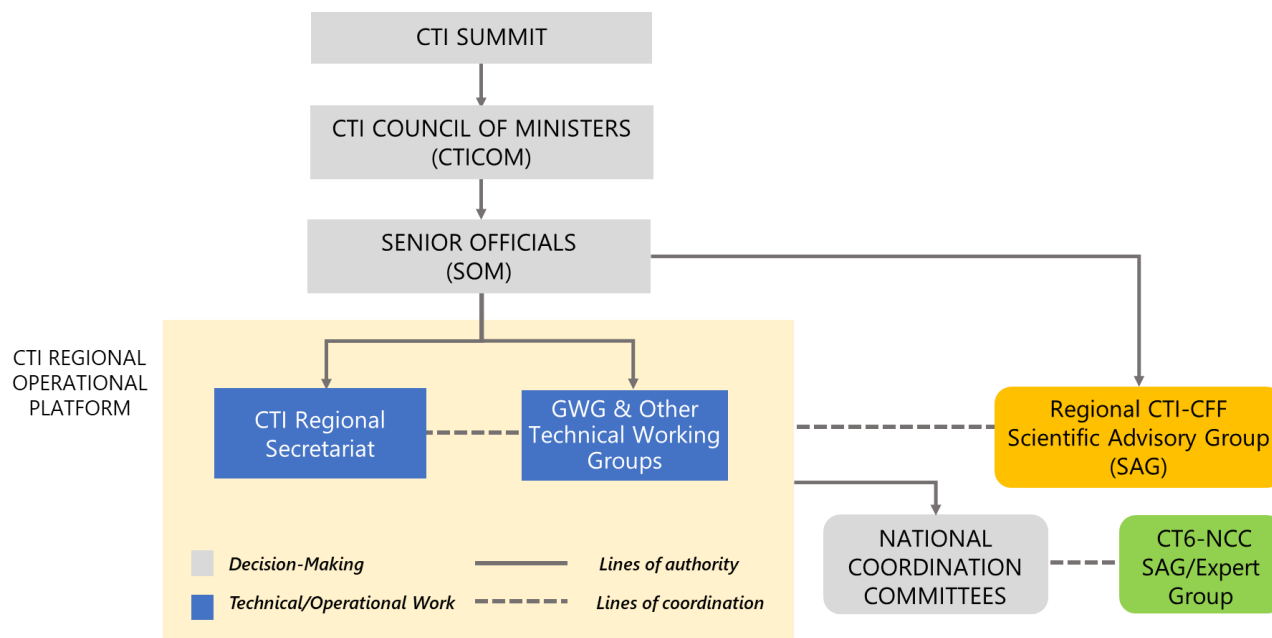


Figure 3. Mechanism of SAG coordination and its roles in the framework of CTI-CFF

## 6. COMPOSITION OF EXPERTISE / MEMBERSHIP

- 1-2 experts on Seascapes (preferably 1 on connectivity, and 1 on oceanographic modelling)
- 1-2 experts on EAFM (preferably 1 on fisheries, and 1 on coastal livelihoods)
- 1-2 experts on MPA and Networks
- 1-2 experts on Climate Change Adaptation (1 expert on impacts of CCOA on coastal ecosystem)
- 1-2 experts on Threatened species

### 6a. Selection Process

Using the Experts Form ([Attachment 1](#)):

- The REGIONAL SECRETARIAT will send a request for SAG nominations to the CT6 countries (including the TOR and forms that need to be completed). The RC may advise the NCC to work with the existing CTI University Partnership in nominating the best candidates.
- The REGIONAL SECRETARIAT also may send the "list of potential experts" that may be chosen by the CT6 countries (if needed)
- Each CT6 countries may nominate maximum of 6 relevant experts (preferably minimum 2 of them from the nominating country)
- The REGIONAL SECRETARIAT will facilitate the selection process of the SAG based on merits, representativeness, expertise, capacity to contribute, and other relevant past performances.
- As soon as the SAG members selected, the REGIONAL SECRETARIAT will facilitate an initial meeting to clarify and refine the detailed working mechanisms, coordinating, and tasking.

#### *6b. Qualification*

- a. Have a PhD degree on CTI-CFF related fields
- b. Have a minimum of 10 years working on the issues related to CTI-CFF
- c. Have good scientific reputation based on their publications, presentations, and other relevant scientific arena
- d. Have extensive experience in the application/integration of scientific knowledge with management / conservation outcomes
- e. Have a good experience on any national and regional cooperation or organizations related to CTI-CFF
- f. Preferably she/he have experience in serving as part of scientific advisory group both national or international levels
- g. Willing to serve as SAG members for a period of 3-5 years.

### **7. STRUCTURE & ELECTION OF CHAIR**

- a. Chair (appointed by SAG member based on their experiences in CTI-CFF and other regional organization and leadership)
- b. Secretary (one of the member, preferably who have good English need to function as the secretary to provide reports, etc.) (non-member)
- c. Members (all other members will contribute not only on their field of expertise but also interdisciplinary in the context of CTI-CFF issues)

### **8. EXPECTED DELIVERABLE OUTPUTS**

- a. The SAG will provide ongoing written, concise scientific inputs to any relevant ongoing CTI-CFF activities;
- b. Provide detailed reports based on specific tasked or requested by SOM (coordinated with REGIONAL SECRETARIAT);
- c. Alert all the relevant parties (with short scientific statement) for any emerging and crucial issues related to CTI-CFF; and
- d. Assist in disseminating and promoting CTI-CFF goals, progress, and challenges to broader scientific and management communities (e.g. through seminars, symposium, workshops).

### **9. MANAGEMENT**

- a. The REGIONAL SECRETARIAT, with support of other parties, will facilitate the operations of the SAG
- b. The SAG will mainly work by means of online collaboration, requiring development of appropriate mechanisms, hosted either on the CTI website or other appropriate arrangement.
- c. One dedicated personnel under the REGIONAL SECRETARIAT will be responsible to facilitate all the operational needs of SAG (e.g. providing all the necessary documents, on line, create special google drive, drop box, etc.)
- d. Other more detailed tasks requested by the REGIONAL SECRETARIAT may be performed by the SAG based on special arrangement

## 10. MEETING ARRANGEMENTS

The SAG shall conduct at least [redacted] meeting / conference call meetings or as needs arises to assist Regional Secretariat as per instruction from the Council of Senior Officers (CTI-CSO) / Governance Working Groups (GWGs)

The Chair shall inform the members at least two weeks prior to the date of the meeting.

Meetings shall be chaired by the appointed Chair and supported by secretarial assistance and Regional Secretariat.

Report of meeting shall follow a pre-determined template ([Attachment 2](#)).

## 11. AGENDA ITEMS

Upon consultation with the Chair, all agenda items will be forwarded by the Regional Secretariat to the members by close of business thirty (30) working days prior to the next scheduled meeting for comments and feedback. Upon receipt of feedback, the provisional agenda, with attached meeting papers, will be distributed at least fourteen (14) working days prior to the next scheduled meeting.

## 12. MINUTES AND MEETING PAPERS

The minutes of each meeting will be prepared by the SAG Secretary; approved by the Chair and distribute to all NCCs upon the approval.

Full copies of the minutes, including attachments, will be provided to all members no later than fourteen (14) working days following each meeting for comments from members. The comments should be sent to the Regional Secretariat within fourteen (14) days from the date of the submission of the minutes for further action. Upon receipt of comments and feedbacks, and consultation with the Chair, the Regional Secretariat shall re-distribute the minutes with amendments (if any) and its accompanying attachments to all members for their reference.

## 13. FINANCIAL RESOURCES

[redacted]

## 14. EVALUATION & REPORTING

The SAG shall report to the Council of Senior Officials (CTI-CSO) through the Governance Working Groups and during Senior Officials Meetings (SOMs).

## 15. AMENDMENTS

The content of this Terms of Reference (TOR) can be amended as and when needs arises upon consensus of members of the SAG and to be forwarded to the Council of Senior Officers (CTI-CSO) for approval and endorsed by the Council of Ministers (CTI-COM). The proposer shall write to the Chair of the recommended change and this shall be communicated to all members for deliberation.

**ATTACHMENT 1: PROPOSED EXPERTS FORM**



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY

**CTI-CFF EXPERTS FORM**

**PERSONAL DATA**

Name : .....

Home Address : .....

Phone Number : .....

Fax number : .....

Office Address : .....

Office number : .....

Fax number : .....

Mobile *number* : .....

E-mail address : .....

Needs permit  
from Director : a) Yes      b) No

**EDUCATION HISTORY (Post-High School)**

Institution	Year	Description
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

**EXPERTISE DESCRIPTION**

1.
2.
3.
4.
5.

**WORK EXPERIENCES**

Institution/ Company	Year	Field / Position



**TRAINING IN CFF (Coral Reefs, Fisheries and Food Security)**

Training	Year	Organizer

**EXPERIENCES IN CFF (Coral Reefs, Fisheries and Food Security)**


Hereby, I declare that I am willing to be CTI-CFF Experts (\*Full time/ Part-time) in ..... CTI-CFF, following the rules and procedures, and assigned related with my expertise.

Manado, ..... 2017

(.....)

## ATTACHMENT 2: MINUTES OF MEETING TEMPLATE



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



### Meeting Report

[date]

[location]

#### I. Background

*(to be inserted by Regional Secretariat)*

#### II. Objectives

*(to be inserted by Regional Secretariat)*

#### III. Opening Session

*(to be inserted by Regional Secretariat)*

#### IV. Proceeding of the Meeting

*(to be inserted by Regional Secretariat)*

#### V. Meeting Outcomes and Recommendations

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a. ...

b. ---

#### Attachments

*List of Participants*

*Presentations*

*Relevant Documentations*



